

❖ INSTRUCTIONS FOR COMPLETING DISTANCE – FORM 1 ❖

For more information see related topics in the Prorate Information Guide or call Prorate Services

Client Name – Name of the individual(s) or a company that is registered with Alberta Corporate Registry.

- Mailing Address – *where correspondence could be mailed.*
- Physical Address – *must be located in Alberta. Post office box numbers are not accepted.*
- Trade Name, Operating As (O/A), or Doing Business As (DBA)

Contact Information – Person responsible for completion of the forms.

- Name, Phone, Fax and Email

IRP Account – New clients leave blank. Number is assigned by Prorate Services.

Fleet No. – Identifies the fleet that is to be registered. Fleets are numeric starting at 1.

Fleet Year – New clients leave blank.

Supp. No. – Supplements are numeric starting at 1.

Effective Date – Provide the date you want the application to take effect.

Expiry Date – For office use only.

MVID – **M**otor **V**ehicle **I**dentification Number. If unknown leave blank.

Type of Requested Service – Check one type of service:

- New – *Applying to prorate as a new client or if adding an additional fleet.*
- Renewal – *Renewing an existing fleet.*
- Add Jurisdiction – *Adding jurisdictions that are not currently listed on the valid cab card.
Only record kilometers for added jurisdictions.*
- Address and/or Name Change – *Any changes since the previous application.*

Operation Type – Check one type of operation:

- For Hire – *Transporting someone else's goods and/or property.*
- Private – *Transporting own goods and/or property.*
- Daily Rental – *Using vehicles on a daily rental basis.*

Distance Information

- See points (1), (2) and (3) on Distance – Form 1. Applications with non-bordering jurisdictions will be questioned. *For more information see Estimated Distance Methods 1 and 2.*
- For NT, NU, YT, and AK record actual distances only. MX leave blank.

Insurance

- Company Name – *Not the agent/broker.*
- Policy No. – *Third party liability.*
- Expiry Date – *Must be after the effective date of application.*

Declaration

- Signature required.

❖ Backup Documents Required for Application ❖
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Agreement to Maintain Records – New clients only.

Established Place of Business Questionnaire – New clients only.

Estimated Distance – Only required if using Method 1 for distance calculation.

- *Not required if using Method 2.*

License Agent Contract – Submit a contract if a consultant has been hired to complete and submit your Prorate applications.

❖ INSTRUCTIONS FOR COMPLETING VEHICLE – FORM 2 ❖

For more information see related topics in the Prorate Information Guide or call Prorate Services

For Client Name, Contact Information, IRP Account, Fleet No., Fleet Year, Supp No., Effective Date and MVID see Distance - Form 1 instructions.

All Sections (A, B, C & D)

Line No. – Each section has a corresponding line with the next section. i.e. The vehicle on the first line of Section A would also be the vehicle on the first line of Sections B and C. Delete vehicle requests use Section D only.

Section A

Service Request ⁽¹⁾ – Use one of the codes found at the top of the form to identify which service you require. When service request is a transfer (TR) or exchange (EX), indicate the vehicle being removed on the corresponding line in Section D.

Vehicle Identification Number –VIN (Serial Number).

Colour – Primary colour of power unit.

Vehicle Year – Model year of the vehicle.

Make - Vehicle make (i.e. Kenworth, Ford, Peterbilt, etc.).

Unit Number – All vehicles must have a unit number assigned by the client (maximum 8 digits).

Fuel Type –Diesel, gas, propane, multi-fuel or other.

Vehicle Type⁽²⁾ – Use one of the codes found at the bottom of the form.

Bus Seats – For bus use only. The factory rated seating capacity.

Odometer Reading – Optional.

Regulation Code⁽³⁾ – If applicable, use one of the codes found at the bottom of the form.

- For code 12, it is necessary to describe the type of mounted equipment.

Section B

Lease Company Name – If the vehicle is being leased record the name of the leasing company.

MVID of Lease Company – MVID of Leasing Company (if unknown leave blank).

Owner and/or Operator Name(s) –Individual or company other than the client applying for prorate enter their name. If there is more than one owner/lessee list all names.

MVID or Date of Birth –MVID of the owner/lessee if known.

- For an individual provide date of birth if MVID is not known.

Section C

Date of Purchase/Lease – In the format YYYY/MM/DD

Purchase or Capitalized Cost

- CDN \$ - Total purchase price including the cost of Permanently Mounted Equipment (do not include GST, sales tax or tire tax). For leased vehicles this is the capitalized cost or value of vehicle at the time of signing legal documents.
- US \$ - If there are US jurisdictions being prorated, convert the CDN \$ to US \$ using the exchange rate on the date of purchase.

Exchange Rate – On the date of purchase/lease (optional).

Tare Weight – Empty, unladen or shipping weight of power unit.

Axles – Total number of axles on power unit (steering and drive).

Plate Number – Do you currently have a plate for the power unit?

- If yes, provide the plate number.
- If no, enter “NEW”.

Commodity Code⁽⁴⁾ – Use one of the codes found at the bottom of the form.

Weight Group – Indicate the weight group number that is to be associated with the unit.
(See Weight – Form 3 instructions.)

Is Insurance the same as on Distance – Form 1?

- If yes, indicate on form.
- If no, indicate on form and provide a valid copy of insurance to your Registry Agent.

Section D – Delete Vehicle Information

When deleting or transferring a vehicle out of the fleet, provide the following information in Section D:

- Vehicle Identification Number
- Plate Number
- Unit Number
- Vehicle Year
- Weight Group

***Describe Mounted Equipment**

If using Regulation Code 12 provide a description of the permanently mounted equipment.
(See Permanently Mounted Equipment and Glossary in the Prorate Information Guide.)

❖ INSTRUCTIONS FOR COMPLETING WEIGHT – FORM 3 ❖

For more information see related topics in the Prorate Information Guide or call Prorate Services

For Client Name, IRP Account, Fleet No., Fleet Year and MVID see Distance - Form 1 instructions.

Weight Group No. – A number assigned by the client to the combination of weights on this form.

- Weight group number is entered on Vehicle-Form 2 in Section C.

GVW (Gross Vehicle Weight) - See points (1), (2), (3) and (4) on Weight – Form 3. Weight of the power unit and trailer (if applicable) fully loaded.

- **Canada** - *Kilograms (kg)*.
 - Quebec – *Axles (steering, drive, and trailer)*.
- **United States** – *Pounds (lb)*.

Please review your application carefully prior to submitting.

- **Email:** prorate@gov.ab.ca
- **Fax:** (403) 297-2917

NOTE: For backup documents required see table last page of Prorate Application Instructions.

Personal information is collected for the purpose of administering the International Registration Plan and is collected under the authority of Freedom of Information and Protection of Privacy Act section 33(c). Questions regarding the collection may be directed to the Prorate Office at (403) 297-2920.

Backup Document Table

For more information see related topics in the Prorate Information Guide or call Prorate Services

*Not all backup documents are required for every transaction.
To know what documents will be required consult the table below.*

Is your vehicle?	Backup document(s) required.
<i>OWNERSHIP</i>	
<input type="checkbox"/> Previously prorated	<ul style="list-style-type: none"> • Previous Alberta cab card.
<input type="checkbox"/> Owned	<ul style="list-style-type: none"> • Signed bill of sale. • New Vehicle Information Statement – NVIS (if new).
<input type="checkbox"/> Leased	<ul style="list-style-type: none"> • Signed lease agreement (if no capital cost then bill of sale is also required). • NVIS (if new).
<input type="checkbox"/> Owned/Operated by someone other than the client	<ul style="list-style-type: none"> • Signed hauling contract. • Signed bill of sale or lease agreement • NVIS (if new).
<i>ADDITIONAL DOCUMENTS</i>	
<input type="checkbox"/> Last registered out of province	<ul style="list-style-type: none"> • Valid Canadian inspection.
<input type="checkbox"/> Imported from another country	<ul style="list-style-type: none"> • Certificate of Title/ Certificate of Origin (front and back). • Import form. • Valid Canadian inspection.
<input type="checkbox"/> Bus	<ul style="list-style-type: none"> • Valid bus inspection.
<input type="checkbox"/> Mounted equipment	<ul style="list-style-type: none"> • Document showing cost of mounted equipment. • Photo (may be required).
Note: Applicable documents must be signed by all parties.	

Backup document table is provided for your reference only.